



Pool Manager

Job Code: 0100

Originated: 09/05

Salary Grade: 2138

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 24

Supervisory: Yes

HR Ordinance Status: Classified

CLASS SUMMARY

Manages and operates a City swimming facility and supervises related staff in order to maximize safety, customer service and community involvement through aquatic programs and activities.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Maintains, analyzes and submits written records of daily attendance, revenue, sanitary water conditions (chlorine and pH readings), water back-washing, accidents, rescues and assists and first aid.
- Schedules and supervises part-time, temporary and contract personnel on a daily basis and provides recreational and personal development services, including the recruitment, selection, training, observation, evaluation and recommending discipline of technical, clerical, regular and seasonal recreation staff; provides input for written performance evaluations as required.
- Observes pool patrons. Observes various classes and insures that proper procedures are being followed. Conducts aquatic classes.
- Enforces pool regulations and verbally explains rules and activities to staff and the pool patrons.
- Responds both in writing and verbally to public comments and complaints.
- Attends and conducts staff meetings; fosters and maintains ongoing relationships with outside organizations.
- Plans, organizes and conducts special pool facility events.
- Develops and uses surveys, evaluations and other information to determine needs of patrons.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Municipal parks and recreation methods, procedures, programs, maintenance, safety and operations of aquatic recreation facilities.

Swimming pool cash management operations and recordkeeping.

Principles, practices and application of lifesaving and first aid techniques.

Emergency services available.

Pool rules and regulations.

Microsoft Windows Office products.

Ability to:

Collect and analyze data in order to make verbal and written recommendations.

Maintain accurate financial records and submit necessary reports.

Enforce pool rules and regulations.

Comprehend and make inferences from written material and verbal and written instructions.

Perform complex, confidential and sensitive assignments.

Make mathematical calculations and draw logical conclusions.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Attend or conduct various meetings as needed.

Supervise and coordinate the activities of the staff as assigned, including training, scheduling, hiring decisions, written performance evaluations and possible disciplinary actions.

Observe, review and check the work of staff members to ensure conformance to standards.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

Minimum of one season (3-6 months) experience as an Assistant Pool Manager responsible for the operation and management of a municipal swimming pool facility.

Licensing and Other Requirements:

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Possess a valid Red Cross Lifeguard Certificate (includes lifting dead weight usually exceeding 100 pounds), a Water Safety Instructor's Certificate, a Red Cross CPR Certificate and standard first aid certificate.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Senior Recreation Coordinator in the Community Services Department and within standard operating procedures.
- Directly supervises Assistant Pool Managers and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a swimming pool environment with occasional work performed in a normal City office environment.
- Climb up/down ladder to lifeguard chair; sit in stationary lifeguard chair for long periods of time maintaining constant vigilance to the surrounding pool deck area.
- Moves around on deck to make observations.
- Operate a cash register and accurately handle money.
- Concentrate on and complete tasks in the presence of distractions.
- Observe swimmers in and around the pool.
- Lift dead weight usually exceeding 100 pounds.
- Regular exposure to dust, noise, inclement weather, temperature extremes, pool chemicals, chemically treated pool water and extended direct exposure to the sun.
- Lift equipment weighing up to 50 pounds on a daily basis.
- Act quickly and calmly in emergencies; administer first aid and CPR; perform rescue actions.
- Lift arms above shoulder level.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Works evenings, weekends and holidays.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.